



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING STORES AND MAIL SYSTEMS SPECIALIST, AUDITOR & CONTROLLER

Class No. 003068

■ CLASSIFICATION PURPOSE

To supervise, coordinate and direct the activities of the Auditor and Controller's storeroom, mail room, and warrant distribution activities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position, first-line supervisor class found in the Department of the Auditor and Controller. The Supervising Stores and Mail Systems, Auditor and Controller class is distinguished by its responsibility for the Auditor and Controller's storeroom, mailroom, warrant distribution and security activities. This class differs from the Mail Systems Specialists class in that the latter is allocated only to the Department of General Services and has administrative and comprehensive supervisory responsibility over the County's central mail center. The Supervising Stores and Mail Systems Specialist, Auditor and Controller have administrative and comprehensive supervisory responsibility over the Auditor and Controller's storeroom, mail room and warrant distribution activities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, coordinates, assigns work, trains and evaluate the work of subordinates.
2. Oversees store keeping methods.
3. Communicates with vendors to resolve late orders, electronic repairs of mail inserters or preventative maintenance schedules.
4. Acts as a liaison with operating departments to determine their respective mailings, mailing stuffers, and warrant check release needs.
5. Maintains current information on U.S. Post Office postage rates
6. Makes minor repairs to inserters, folders, paper shredders and time clocks.
7. Maintains records.
8. Prepares reports as required.
9. Reviews, monitors, and enforces warrant security measures, including MICR encoding specifications, paper inks, "VOID" copy features and pantographs.
10. Prepares and/or supervises preparation of purchase orders, suborders, work orders, transfer/salvage of fixed assets and minor equipment.
11. Prepares and/or supervises the payment process for invoices and purchase orders.
12. Maintains inventory control of minor and fixed assets.
13. Directs and oversees the monthly inventory of warrants, supply and equipment inventories.
14. Contacts vendors to obtain estimates on services and supplies.
15. Coordinates with printing vendors on the delivery of supplies; proofs, copies, corrections and receipt of completed products.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General office procedures and practices pertaining to mail room and storerooms.
- Supervision and training principles and practices.
- Methods for planning and scheduling workloads.
- Methods of maintaining adequate stock inventories.
- Printing of checks involving MICR encoding specifications, paper inks, pantographs, safety features of warrants and "VOID" copy features.
- U.S. Postal mailing and regulations.
- General Management System in principle and practice.
- Customer service objectives and strategies.

Skills and Abilities to:

- Communicate effectively, orally, and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information.
- Operate, make minor repairs and maintain mail processing machines and inserters.
- Plan, direct, coordinate, assign, train, and evaluate the work of subordinate personnel.
- Effective interpersonal relations to deal effectively with staff, superiors, departmental representatives, outside agencies and vendors.
- Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of progressively responsible experience in the supervision of a storeroom/warehouse facility. Experience must have included supervision of staff, mail distribution, and operation of inserting machines.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employment in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 28, 1997
Reviewed: Spring 2004

Supervising Stores and Mail Systems Specialist, Auditor & Controller (Class No. 003068) Union Code: MM Variable Entry: Y